

# Memorandum

**TO:** City Council

**SUBJECT: GUIDELINES FOR  
CEREMONIALS AT  
CITY COUNCIL MEETINGS**

**FROM:** Mayor Chuck Reed

**DATE:** February 14, 2013

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**APPROVED:** *Chuck Reed*

**DATE:** 2/15/13

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## INFORMATION

As approved by the Rules and Open Government Committee January 27, 2010 and amended February 6, 2013, the following are guidelines for ceremonial items to be presented at City Council meetings:

1. Proclamations reflect official recognition of special days or periods of time, and Commendations recognize the accomplishments of outstanding individuals or groups within the City of San José. Adjournments honor the lives of those who have made significant contributions to the San José community. It is important that these ceremonials are appropriately researched, thoughtfully written, properly produced, and presented in a manner that does not disrupt City Council meetings.
2. Commendations and Proclamations are limited to three (3) per afternoon session and three (3) per evening session. There will be no ceremonials at Study Sessions or other Special City Council meetings.
3. The date of presentation must be reserved with the Mayor's Agenda Services Manager. Once a date has been reserved, it is the responsibility of the requesting Councilmember to submit agenda language to the Office of the City Clerk in time to be included on the Rules and Open Government Committee draft agendas or "Add Sheets" at least one week before the requested Council meeting date.
4. A draft of the Commendation or Proclamation must be received by the Mayor's Office before the Rules Committee meeting prior to the Council presentation. Drafts may be edited for content, language and format by the Mayor's Office.
5. The presentation of a Commendation or Proclamation should last no more than five (5) minutes, including introductions and photographs. If a ceremonial is presented by multiple Councilmembers, a single Councilmember will speak for no more than two (2) minutes.
6. The name of the individual or group accepting the award must be submitted to the Mayor's Office by the Friday prior to the Council presentation. Acceptance comments shall be limited to one (1) minute.
7. Variations from these guidelines may be approved by the Mayor or the Rules and Open Government Committee.